

STATE AND CONSUMER SERVICES AGENCY  
**FAIR EMPLOYMENT AND HOUSING COMMISSION**  
**EXECUTIVE AND LEGAL AFFAIRS SECRETARY**  
**EXEMPT JOB ANNOUNCEMENT**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

**DEPARTMENT:** FAIR EMPLOYMENT AND HOUSING COMMISSION

**POSITION TITLE:** EXECUTIVE AND LEGAL AFFAIRS SECRETARY

**FINAL FILING DATE:** July 5, 2005 (postmarked)

**SALARY:** \$8,654 - \$9,540 per month

**FAIR EMPLOYMENT AND HOUSING COMMISSION:** The Fair Employment and Housing Commission was established in 1959 (as the Fair Employment Practice Commission), and consists of seven members appointed by the Governor with the consent of the state Senate. The Commissioners serve staggered four-year terms. The Commission has a small staff, including the Executive and Legal Affairs Secretary, administrative law judges, and administrative and clerical support personnel. The Commission’s office is located in San Francisco. The Commission meets and conducts hearings throughout the state.

The Commission has jurisdiction over several California civil rights laws, including the Fair Employment and Housing Act (Gov. Code, §12900 et seq.), the Unruh Civil Rights Act (Civ. Code, §51), and the Ralph Civil Rights Act (Civ. Code, §51.7). The Commission conducts hearings and issues decisions in cases prosecuted before it by the Department of Fair Employment and Housing. The Commission promulgates regulations interpreting the laws within its jurisdiction, and follows legislation affecting civil rights. The Commission also serves as a forum for civil rights issues and provides information and education on the laws it enforces.

**POSITION DESCRIPTION:** The Executive and Legal Affairs Secretary (ELAS) is the executive officer and principal legal advisor for the Fair Employment and Housing Commission, and its chief administrative law judge. Appointment to and service in the position is at the pleasure of the Commission.

The ELAS is responsible for all Commission programs, administration, and activities, including administrative adjudication, regulations, legislation, public information and education, budget preparation, and compliance with state mandates. The ELAS manages the Commission’s legal, administrative, and support staff. The ELAS is responsible for coordination and liaison with the Governor’s office, State and Consumer Services Agency, Department of Finance, Department of Fair Employment and Housing, Attorney General’s office, the Legislature, and other state agencies. The ELAS is the Commission’s chief administrative law judge, and manages all phases of administrative adjudication before the Commission, including pre-hearing matters, mediations and settlement conferences, hearings, proposed and final decisions.

**MINIMUM QUALIFICATIONS:** Admission to the California State Bar for at least five years immediately preceding application for appointment; detailed knowledge of and experience with California civil rights laws; familiarity with federal civil rights laws; familiarity with administrative adjudication; experience in alternative dispute resolution; demonstrated public speaking experience; demonstrated ability to function well in a sensitive and confidential capacity; ability to analyze and synthesize complex factual situations and apply sophisticated legal concepts; ability to manage and supervise individuals in professional, administrative and support positions; ability and willingness to travel throughout the state, including overnight stays.

**DESIRABLE QUALIFICATIONS:** Knowledge of California statutes and regulations concerning administrative adjudication and promulgation of regulations; familiarity with California governmental operations and processes, including legislation, budget, administration, and personnel; experience working with business, civil rights, community, housing, and labor advocacy organizations.

**SPECIAL PERSONAL CHARACTERISTICS:** Excellent oral and written communication skills; dependability and excellent attendance record; excellent interpersonal and active listening skills; ability to handle stress and deadlines; tact, discretion, and judicial temperament.

**EXAMINATION INFORMATION:** The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this job announcement. Interviews of the most qualified applicants will be scheduled in San Francisco by the appointing power. Job-related criteria will be used to comparatively rank candidates and offer interviews.

**APPLICATION INFORMATION:** SUBMIT A STANDARD State application (Std. 678) available from the State Personnel Board web site at [www.spb.ca.gov](http://www.spb.ca.gov), cover letter, and a resume which demonstrates the applicant’s education and experience that would qualify him/her for consideration for this position. The signed and dated application, cover letter, and resume must be received and/or postmarked no later than the final filing date. The application package is to be submitted to the following address:

**FAIR EMPLOYMENT AND HOUSING COMMISSION**  
**ATTN: DENISE CHOYE, PERSONNEL OFFICER**  
**455 GOLDEN GATE AVENUE, SUITE 10600**  
**SAN FRANCISCO, CA 94102**

Questions regarding this position or the hiring process may be address to Denise Choye at (415) 557-2325.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.